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Committee s -
Hoover

APR 6 1955

Honorable Rowland A. Hughes
Director, Bureau of the Budget
Washington 25, D. C.

Reference: Bureau of the Budget
Bulletin No. 55-5 of
March 4, 1955

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Dear Mr. Hughes:

The recommendations in Part I of the Report on Paperwork Management have been reviewed, and we find that basically they apply to the Central Intelligence Agency.

Paperwork management is particularly applicable to our functions. The nature of intelligence activity, and the extraordinary security measures which we must of necessity apply, increase record volume and paperwork costs. The findings and recommendations of the paperwork authorities are particularly valuable in appraising our programs and determining what steps should be taken to increase their effectiveness.

Paperwork management was instituted early in our Agency. Prior to the first Hoover Commission in 1949 there was activity in forms management, regulation control, and office machines management. In 1950 compliance with the Federal Records Act of 1950 was achieved by establishing programs for control over the creation, maintenance and use, and disposition of records. Today we have a substantially integrated system for paperwork control which consists of active programs in:

- Office business machines
- Regulations control
- Forms management
- Correspondence management
- Reports management
- Vital materials
- Microfilming

Records systems, including office filing and
mail operations
Filing equipment and supplies standardization
and utilization
Records disposition

While these programs are administered on a decentralized basis, guidance and assistance are rendered through the Chief of our Management Staff, and in this manner high level support is given to the implementation of these programs. Results have been gratifying; however, the advantages accrue more from education than regulation, and we are intensifying our activities in this regard.

A detailed comparison has been made of our program accomplishments and plans with the findings and recommendations of the Commission. This can be made available to the appropriate members of your staff if you desire.

The Agency endorses paperwork management as an element of good administration, recognizes it as an essential aid in the intelligence field, and will continue to increase the effectiveness of the program.

Sincerely,

15/

L. K. White
Deputy Director

MS/RMD/LGC:ghk (30 Mar 55)
Rewritten: SA-DD/S:RBS:mrp (5 Apr 55)

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